



**REQUEST FOR QUALIFICATIONS (RFQ)**  
**FOR**  
**REAL ESTATE COMMERCIAL BROKERAGE SERVICES**

**Background Information:**

The Workforce Solutions of the Coastal Bend (WFSCB) is seeking responses from qualified individuals and firms for real estate brokerage advisory services to our office space needs in the Greater of Corpus Christi area and surrounding counties in the Coastal Bend region.

WSFCB is a non-profit, tax-exempt organization that oversees workforce development programs in the eleven (11) county Coastal Bend region. As the grant recipient and administrative entity for the Coastal Bend Service Delivery Area (SDA), WFSCB is responsible for the planning, evaluation and oversight of workforce related programs in the region. WFSCB primarily receives funding from the United States Department of Labor through the Texas Workforce Commission (TWC).

**Description of Services and Office Space Needs:**

Currently, we seek an individual or firm that is licensed in real estate in the State of Texas that can act as an intermediary related to our office space needs. The purpose of this RFQ is to solicit responses that may result in an agreement with a qualified and experience individual/firm to obtain services. WFSCB anticipates exploring any viable alternative for providing the need for office space and may decide, after reviewing proposed sites, not to enter into any agreement. This may be more evident in the rural counties where office space is very limited. In such cases, we may consider renewing the current leases.

Depending on the geographic area and needs, we anticipate requiring office space in ranges of 4,000 to 16,000 square feet. However, we are not oppose to looking at other properties that may offer more office space if it meets our needs. Office space proposed will be required to be ADA compliant. For its center operations, WFSCB desires office space that is a single story facility, stand-alone structures or offices located within a strip shopping center setting or in an enclosed mall setting (lower level preferred). For its administrative offices, WFSCB will consider a multi-story facility.

WFSCB will consider a lease term between 3 to 5 years. However, depending on the extent of the buildout (if needed), we may consider a longer term. Additionally, it is preferred that the office space for center operations located in Corpus Christi must be in close proximity (walking distance) to a public transit route or station.

Our expectation is that the office space proposed must be ready for occupancy within three to six months prior to the expiration of leases currently held by WFSCB or Texas Workforce Commission.

We expect that all broker fees (commission) be paid by the property owner (Landlord).

As one of our expectations, WFSCB anticipates that the Broker will summarize their property descriptions and build-out strategies, if needed and help negotiate rates for specific properties.

**WFSCB reserves the right to contract with one or more real estate agents/brokers for services under this RFQ.**

If interested, please provide detailed responses to the questions below. The responses may be sent to us via e-mail to my attention at: [robert.ramirez@workforcesolutionscb.org](mailto:robert.ramirez@workforcesolutionscb.org). Upon receipt of the responses, we may conduct an on-site interview or a conference call with respondents to determine the best representation. **The RFQ will be open until selection process is completed. However, we will like to begin the review of responses by the weeks of April 22 or April 29, 2019. Therefore, please submit your responses as soon as possible.**

#### **Evaluation Criteria (Respondent Qualifications)**

The evaluation of respondent's qualifications will be based on the following factors: (1) years of experience providing similar services; (2) qualifications, education and credentials; (3) direct knowledge and access to commercial real estate properties in the Coastal Bend region; and (4) availability of resources (e.g., additional staff, on-site office, etc.).

#### **Appeal Process**

All respondents will receive notification of proposal/bid/application approval or non-approval. A respondent/bidder/applicant who wishes to protest the decision will be required to notify the Board's Complaint Officer, in writing, within fifteen (15) days from the date of the notification letter. The complainant letter must specify the nature of the protest and desired remedies of action. Workforce Solutions reserves the right to determine whether the protest is valid and merits further consideration.

#### **Insurance Requirements**

The proposer awarded the work must have the General Liability insurance. The general liability insurance for personal injury and bodily injury and property damage to a third party is required. The required minimum coverage shall be \$500,000 per occurrence or \$1,000,000 aggregate. The Proposer must submit a copy of the insurance upon the award of the contract.

#### **Debarment and Suspension**

To be eligible to submit a proposal under this RFP, respondents must not be presently debarred, suspended, or proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal or state department or agency. All proposers submitting a proposal will be verified as to its eligibility status for receiving federal/state funds.

Workforce Solutions is an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. RELAY TEXAS: 1-800-735-2989 (TDD) and 1-800-735-2988 or 7-1-1 (voice). Historically Underutilized Businesses (HUB's) are encouraged to apply.

Babel Notice: This document contains vital information about requirements, rights, determinations, and/or responsibilities for accessing workforce system services. Language services, including the interpretation/translation of this document, are available free of charge upon request.

Este documento contiene información importante sobre los requisitos, los derechos, las determinaciones y las responsabilidades del acceso a los servicios del sistema de la fuerza laboral. Hay disponibles servicios de idioma, incluida la interpretación y la traducción de documentos, sin ningún costo y a solicitud.



### **Required Responses**

#### Executive Summary

Include an **Executive Summary** of no more than one page that outlines your proposed key strategies/methods for the search of the required office space.

#### **Additional Information Requested**

1. Provide background information on your firm (both its history and current status) that you deem relevant or noteworthy, in particular: provide some background on your firm's presence in the Metro Corpus Christi market, as well as the Coastal Bend region. Also, stated the number of staff to be assigned to this search.

2. Describe your and your staff's qualifications, experience, and training in the commercial real estate business in the Coastal Bend region. Please attached a copy of your current broker real estate license.

3. Describe your experience in assisting similar entities, including any and all services for government agencies. List three (3) references where and when your firm provided similar services. Please provide names and contact information for each reference. Information on references can be included on **Attachment A**.

4. Real estate broker must be able to show any properties that may meet WFSCB needs. Some of these properties may not be included in your current listings and may be represented by other real estate firms. Describe your efforts to include all properties that may meet WFSCB requirements including those that may be represented by other real estate agents/firms.

5. If selected, would you/your firm be willing to sign a Conflict of Interest/Disclosure Form?

Yes \_\_\_\_\_ No \_\_\_\_\_

6. Describe your compensation structure for proposed services and what entity will compensate your firm for services rendered on WFSCB behalf.

7. Please attach your basic form agreement for brokerage services.

**Note: WFSCB reserves the right to also suggest properties to Broker for research and negotiations. The term of the agreement between WFSCB and Broker may be up to one (1) year. The agreement may be renewed for two additional years at the discretion of the WFSCB.**

## ATTACHMENT A

### REFERENCES

Please provide the information below on the three references. The references must be of active or past clients for related services. The clients must be customers within the last three (3) years at the time of response submission and must be three distinct customers.

#### REFERENCE #1:

Company Name	
Contact Name	
Address, City, State, Zip	
Phone Number	
Fax Number	
E-Mail Address	
Types of Services Provided	
Contract Term (how many years provided services) (To/From) Dates	

#### REFERENCE #2:

Company Name	
Contact Name	
Address, City, State, Zip	
Phone Number	
Fax Number	
E-Mail Address	
Types of Services Provided	
Contract Term (how many years provided services) (To/From) Dates	

**REFERENCE #3:**

Company Name	
Contact Name	
Address, City, State, Zip	
Phone Number	
Fax Number	
E-Mail Address	
Types of Services Provided	
Contract Term (how many years provided services) (To/From) Dates	